

PLACEMENT AND UTILIZATION DIVISION

II. PROJECTED PROGRAM PLANS FOR THE PERIOD 1 JANUARY 1955 THROUGH 30 JUNE 1955

- A. During the next six months PUD expects to emphasize the Career Development programs for which it has recently been assigned the responsibility. This will entail not only close collaboration with the Office of Training, but in addition the development and installation of internal administrative procedures for the slotting and administration of individuals selected for the two currently authorized programs (Junior Career Development and senior Career Development). The Division will also be concerned with steps directed at stimulating interest and participation in both of these important programs.
- B. Considerable importance is being and will continue to be attached to the creation of a more adequate overseas rotation program. This we expect to accomplish partly through the new Field Reassignment Questionnaire form which has recently been placed in use. It is also planned to emphasize the "policing" of in- and out-casuals in order that the assigning of individuals may be accomplished as expeditiously as possible after they are placed in a casual status.
- C. During the coming months PUD intends to collaborate closely with the Assessment and Evaluation Staff of the Office of Training, with a view to accomplishing the more effective utilization of test results in connection with the placement and utilization program.

- 2 -

Preliminary discussions have been held between Chief, PUD and Chief, Assessment and Evaluation Staff on this matter, and there has been a substantial agreement with respect to the principles involved.

- D. The Fitness Report program will continue to be emphasized by PUD to assure understanding and cooperation with ^{the} program on the part of supervisory personnel generally. Completed Fitness Reports will continue to be reviewed carefully by Placement Officers and corrective action initiated where appropriate.
- E. Through the Qualifications Analysis Branch we will continue our current project involving the circularization of those individuals currently included in the Applicant Register in order to ascertain their current interest in Agency employment and also to bring the qualifications record up to date. This project will continue through the period due to the considerable number of individuals to be circularized.
- F. To the extent that time and manpower are available an effort will be made to refine our existing Employee Qualification Register, chiefly by bringing the data therein up to date. Also to the extent that time and manpower are available, steps will be taken to develop certain specialized registers (e.g. linguists) where the need for such has been demonstrated in the past.
- G. Further consideration will be given to the development of procedures and policies to assure the maximum utilization of Agency clerical personnel, as for example, the movement of clerical personnel across organizational lines to facilitate assignment to overseas positions, and to develop procedures or mechanics for assuring

- 3 -

seniority are afforded first consideration for promotion to the higher grade or more responsible clerical positions. The idea of an Agency Clerical Board should perhaps receive further consideration.